

Approval of Contracts

REGIONAL COUNCIL ATTACHMENT #3.1.3

Thursday, March 6, 2003

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REPORT

TO: Administration Committee
Regional Council

FROM: Sam Mehta, Contracts Manager (213) 236-1813
Email: mehta@scag.ca.gov

SUBJECT: Approval of Contracts Over \$25,000

DATE: February 18, 2002

EXECUTIVE DIRECTOR'S APPROVAL



RECOMMENDED ACTION: Approve Contracts

SUMMARY:

- **The Following Consultant Contract is Recommended for Approval:**
Meyer, Mohaddes Associates, Inc. NTE \$300,000
- **The Following Subregional Consultant Contracts are Recommended for Approval:**
IBI Group NTE \$ 72,472
Solimar Research Group, Inc. NTE \$ 69,444
- **The Following Equipment Lease is Recommended for Approval:**
Xerox (Total for 60 Month Lease) NTE \$996,900
(3-month of FY02-03) NTE \$ 49,845

FISCAL IMPACT:

The Work Element is listed on the detail page for each contract. Included is the Work Element and category of funding, for example FHWA, FTA, indirect.

RC/ADMIN Agenda 3/6/03
PC DOC#81741

SUBREGIONAL CONSULTANT CONTRACT

Consultant: IBI Group

Scope: The Consultant will provide assistance for Growth Visioning for the San Gabriel Valley Council of Government (SGVCOG) Subregion. This project's goal is to develop a Growth Visioning plan for SGVCOG Cities including an outreach component. The Consultant will be required to attend SCAG's Growth Visioning meetings, identify potential stakeholders within the Subregion to participate in the workshops, field check the Growth Visioning base map, identify and inventory potential growth capacity, identify redevelopment potential and evaluate Subregional workshop scenarios. The products developed by the consultant will be used by SGVCOG as tools to participate in the ongoing Growth Visioning work being developed by SCAG. Specifically, the products will document SGVCOG positions on Growth Visioning and be used by SCAG in the development of a regional Growth Visioning plan.

Contract Amount:

Total not to exceed	\$72,472
IBI Group (prime)	\$67,472
Spinner-Lamar & Assoc.(subcontractor)	\$ 5,000

Contract Period: Four months from the date of award.

Work Element: 03-050.SGVC2 -- \$72,472 (Funding sources: FHWA & FTA)

Request for Proposal: SCAG staff mailed postcards to 235 pre-qualified firms on SCAG's bidders list to notify them of the release of RFP No. 03-028. The RFP was also posted on SCAG's web site. The following three proposals were received in response to the solicitation:

DB Consulting (2 subcontractors)	\$44,200
IBI Group (1 subcontractors)	\$74,972*
Jack Faucett Associates (no subs)	\$87,331

* IBI Group reduced their proposal from \$74,972 to \$72,472 due to duplication of services. See next page for details.

Selection Process: The Proposal Review Committee (PRC) evaluated all three proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with all three offerors.

The PRC was comprised of the following individuals:

Nick Conway, SGVCOG, Executive Director
Marnie Tenden, SCAG, Communications Specialist
Leann Williams, Caltrans Dist. 7, Sr. Transportation Planner

Basis for Selection:

The PRC recommends IBI Group for the contract award because IBI has a better understanding of the project and of the Growth Visioning process in general. Their Project Manager is well versed in growth issues and extremely well qualified to manage the project team and tasks. All team members are highly qualified, well spoken and professional. Additionally, the time commitment of key individuals far exceeds that offered by the other two respondents. IBI's cost in relation to the total number and distribution of hours is also the most realistic.

The PRC felt that IBI presented a superior quality proposal presentation and was the most experienced and capable of the three respondents. IBI has a familiarity with the San Gabriel Valley Subregion and a demonstrated ability to support Regional and Subregional Council of Government programs. In addition, IBI's subcontractor, Spinner-Lamar & Associates, showed a better methodology for developing outreach materials and conducting the outreach required to provide the Subregion with opportunities for input, review and access to the Growth Visioning process.

IBI's proposed budget has been reduced by \$2,500 due to the elimination of the work of one their subcontractors, California Center for Regional Leadership (CCRL). This was based upon input from the Subregion noting a possible duplication of services.

SUBREGIONAL CONSULTANT CONTRACT

Consultant: Solimar Research Group, Inc

Scope: The Consultant will provide assistance in identifying local housing element site and zoning areas designated for future housing development for San Gabriel Valley Council of Government (SGVCOG) Cities. The project's goal is to develop a carrying capacity analysis based on each community's General Plan given existing land use and zoning and to evaluate development potential along proposed rail lines in the San Gabriel Valley. The products to be developed by the consultant include Affordable Housing Case Studies, an analysis of availability of HUD and Redevelopment Resources to support affordable housing development, and a Legislative Strategy to implement the findings.

Contract Amount:	Total not to exceed	\$69,444
	Solimar Research Group (prime)	\$48,444
	ERA (subcontractor)	\$15,000
	Morris Newman (subcontractor)	\$ 6,000

Contract Period: Four months from date of award.

Work Element: 03-060.SGVC1-\$64,701 (Funding sources: FHWA & FTA)
03-060.SGVC1-\$ 4,743 (Funding sources: FHWA & FTA
pending approval of Budget
Amendment 2, FY02-03 OWP)

Request for Proposal: SCAG staff mailed postcards to 235 pre-qualified firms on SCAG's bidders list to notify them of the release of RFP No. 03-028. The RFP was also posted on SCAG's web site. The following five proposals were received in response to the solicitation:

Cotton/Bridges/Associates (no subs.)	\$ 99,392
ICF Consulting (3 subcontractors)	\$129,193
IBI Group (1 subcontractor)	\$ 47,270
Jack Faucett Associates (no subs.)	\$ 89,844
Solimar Research Group (2 subcontractors)	\$ 82,444*

* Solimar Research Group reduced their proposal from \$82,444 to \$69,444 due to negotiations. See next page for details.

Selection Process: The Proposal Review Committee (PRC) evaluated all five proposals in accordance with the criteria set forth in the RFP,

and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with all five offerors.

The PRC was comprised of the following individuals:

Nick Conway, SGVCOG, Executive Director
D. Barton Doyle, City of Sierra Madre, Mayor Pro Tem
SGVCOG, Vice President
Marnie Tenden, SCAG, Communications Specialist
William Trimble, City of Pasadena, Planning Director
Leann Williams, Caltrans Dist. 7, Sr. Transportation
Planner

Basis for Selection:

The PRC recommends Solimar Research Group for the contract award because Solimar more clearly articulated the goals of the project and is currently working on a similar 'infill inventory' for the City of LA using a large-scale parcel-based GIS system. Solimar's partners Economic Research Associates (ERA) bring unique qualifications to the project, including extensive experience working with San Gabriel Valley Communities.

Solimar demonstrated a clearer understanding of the scope of the project than the other respondents, and the most innovative approach to accomplishing goals. Solimar's proposal also offered the most cost-effective approach to accomplishing project goals. Additionally, Solimar's proposal includes taking SCVCOG's strategy of coordinated Housing Elements and Gold Line expansion to the next level by assisting the COG to create a new tool: a *Subregional Housing Action Plan*. This plan will bring together four components – potential housing production sites, sources of housing revenue, best practices in getting projects constructed, and a legislative strategy to permit more flexibility – so that the COG can move from planning to action on housing production.

To accomplish all tasks of the RFP within the four month time period, the proposed activities of Cal Poly Pomona summer students were eliminated through negotiation with Solimar, reducing their original proposal by \$13,000. This work will be performed directly by Solimar Group and their subcontractor ERA.

EQUIPMENT LEASE

Vendor: Xerox

Scope: Renewal/Restructure of existing leases on various Xerox copying & production equipment. This is being done to acquire state of the art technology, to improve efficiency, and to substantially reduce the overall leasing cost of the equipment.

Three of the currently leased copiers will be traded-in prior to the end of the lease. Two newer and larger copiers will replace them. This restructured lease will be for a period of 60 months.

Also, the existing production 'DocuTech' will be replaced by the latest version, with a separate Scan Station for editing and compiling print jobs before they are submitted. In addition, a second scan station is being added, which will be used for backup and by Central Files to scan agendas to PDF format to permit access from the web. This new 'DocuTech' will be leased for a period of 60 months.

In addition, we will return the second production machine to Xerox for trade-in.

Contract Amount:	Total for restructured 60 months lease	\$996,900
	Total for FY02/03 (3 months)	\$ 49,845
	Xerox (prime)	
	(No subcontractor)	

Contract Period: Sixty months from the date of award.

Work Element:	03-360.SCGS1	\$49,845	(Funding source: Repro Service Center – Indirect Overhead)
	0X-XXX	\$947,055	(Funding source: Indirect Overhead, subject to approval of SCAG's future budgets)

Request for Proposal: Not applicable, Sole Source

Selection Process: Sole Source

Basis for Selection:

SCAG has utilized Xerox copying and production equipment exclusively for more than 25 years. SCAG has a longstanding relationship with Xerox and receives exceptional service. Also, Xerox allows SCAG to lease equipment at the same rate negotiated by Los Angeles County under their master agreement. SCAG receives a substantial discount due to LA Counties' larger volume discount.

In the past, the Subcommittee for Contracts and Purchase Orders had given SCAG permission to maintain a sole source relationship with Xerox, based on the favorable pricing structure, standardization single brand/vendor, and ease of service.

The proposed new Xerox equipment will also allow us to network existing SCAG owned Xerox equipment, which reduces the number of machines we need to lease. This new proposed restructured lease will save SCAG approximately \$71,000 per year, which is \$355,000 over the life of this lease.

This proposed lease allows us to incorporate the latest Xerox 'DigiPath' software. A principal advantage of this software to SCAG is the ability to make hard copies and electronic PDF files of agendas and other materials with one pass through the equipment. This will facilitate electronic distribution of SCAG materials via email and the web, which will also reduce labor costs. The 'DigiPath' software will allow SCAG to migrate existing electronic library of materials created over the past five years using prior Xerox software.

CONSULTANT CONTRACT

Consultant: Meyer, Mohaddes Associates, Inc.

Scope: The Consultant will develop a comprehensive ground access plan and prioritization of improvements for the Ontario International Airport (ONT) to feed into the ground access element of the 2004 RTP. As part of this effort, the Consultant will conduct a comprehensive public and stakeholder outreach program that is coordinated with other ongoing outreach programs such as the Ontario Master Plan and the 2004 RTP. Through a detailed technical and modeling analysis, the ground access plan will identify the existing and future transportation issues affecting travel to and from ONT. Based on this analysis and the stakeholder outreach, the Consultant will develop a comprehensive strategy for addressing those issues. The strategy will identify a prioritized set of multi-modal transportation improvements and a plan for implementation that can be used by participating agencies as a basis for future funding and programming.

Contract Amount:	Total not to exceed	\$300,000
	Meyer, Mohaddes Associates (prime)	\$179,250
	Aztec Engineering (subcontractor)	\$ 96,000
	The Robert Group (subcontractor)	\$ 24,750

Contract Period: 12 months from start of contract

Work Element: 03-132.SCGC1 - \$300,000 (Funding sources: FTA grant, 5313b).

Request for Proposal: SCAG staff mailed postcards to 215 pre-qualified firms on SCAG's bidders list to notify them of the release of RFP No. 01-031. The RFP was also posted on SCAG's web site. The following three proposals were received in response to the solicitation:

Kaku Associates (4 subcontractors)	\$752,613
Meyer, Mohaddes Assoc. (2 subcontractors)	\$345,384*
Urban Crossroads (2 subcontractors)	\$293,643

* Price negotiated down from \$345,384 to \$300,000

Selection Process: The Proposal Review Committee (PRC) evaluated all three proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with all three offerors.

The PRC was comprised of the following individuals:

Susan Collette, LAWA, Ground Transportation Manager
Dan Kopulsky, Caltrans Dist. 8, Sr. Transportation Planner
Steve Smith, SANBAG, Transportation Planner
John Sullivan, City of Ontario, City Engineer
Philip Law, SCAG, Associate Regional Planner

Basis for Selection:

The PRC recommends Meyer, Mohaddes Associates for the contract award because of their impressive and thorough responses to the interview questions, and because they demonstrated exceptional and detailed knowledge of the technical issues. Additionally, Meyer, Mohaddes demonstrated critical experience with several closely related projects in the Ontario area. Meyer, Mohaddes had a clear understanding of the technical issues associated with transportation modeling for ground access, and provided an innovative approach to address the modeling issues. Meyer, Mohaddes also demonstrated understanding of the Ontario Master Plan in relation to this project. The PRC was also impressed with the qualifications and past experience of the Principal assigned to the project. Meyer, Mohaddes received the highest evaluation score of the three Consultants.

Subsequently, to the selection of Meyer, Mohaddes by the PRC, negotiation was held with them to reduce their proposal price. Meyer, Mohaddes agreed to reduce their price from \$345,384 to \$300,000.